

## **Clerk of the Works**

### **Clerk of the Works....Town of Amherst, New Hampshire, Spring Road Reconstruction**

Owner's on-site representative on an "as needed" basis during construction, approximately for the time period \_\_/\_\_/2010 to \_\_/\_\_/2010. Professional Engineer with road/bridge construction experience or at least ten (10) years road/bridge construction and current liability workers compensation insurance at hiring a must. The Clerk will operate closely with, and report to, the Town of Amherst Director of Public Works. This position is that of an Independent Contractor and not an employee of the Town of Amherst,

#### **General:**

The Clerk of the Works is a key member of the construction team. The clerk serves as the owner's on-site representative. The clerk must have a good understanding of all aspects of construction, although technical skill in any particular construction trade is not necessary. The clerk must maintain a holistic view of the project, while appreciating the details of various parts of the work. The clerk must not attempt to fill the role of the design team, construction manager/general contractor, construction superintendent, safety officer, or any other member of the construction team. Below are some recommended qualifications and a list of typical responsibilities:

#### **Recommended Qualifications:**

1. Broad general understanding of current construction practices, methods, and materials.
2. Broad knowledge of **NHDOT Standard Specifications - 2006 Edition**. Ability to successfully research specific specification questions.
3. An understanding of the requirements of construction on a road designated as a "**Scenic Road**" under both state and local statutes and ordinances.
4. General knowledge of major road construction processes and how they work.
5. Ability to read and understand construction drawings, specifications, and contracts.
6. Ability to understand the results of material testing and sampling.
7. Ability to understand warranties and conditions which invalidate those warranties.
8. Knowledge of techniques for construction scheduling.
9. Knowledge of construction site administration.
10. Thorough knowledge of the roles and interactions of Town and State staff.
11. Thorough knowledge of construction financing and accounting.
12. Thorough knowledge of construction site safety requirements.
13. Familiarity with proper procedures for handling and storing hazardous materials.
14. Familiarity with environmental laws and concerns.

15. Excellent interpersonal communications skills.
16. Basic writing and computer skills.
17. Ability to constructively participate in dispute resolution.
18. Ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.

### **Recommended Experience:**

At least ten years experience on similar projects involving roadway and/or bridge construction, with at least two years in a position with broad management responsibilities such as clerk of the works, superintendent, project manager, or similar titles. Alternatively, the applicant may be a Professional Engineer with at least five years experience in road construction.

### **Typical Responsibilities:**

1. Develop a thorough familiarity with the purpose of the resurfacing and safety improvements to be constructed, along with the owner's requirements, with the design, and with the contract documents.
2. Develop a thorough understanding of the project budget.
3. Maintain continuous communication with the owner and contractor.
4. Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule. Assist the contractor's superintendent in understanding the intent of the contract documents. In particular, and at a minimum, be present and observe and inspect the following procedures to ensure compliance with contract specifications:
  - a. Asphalt reclamation process
  - b. Condition of gravel below reclaimed asphalt
  - c. Shaping/grading and compaction of reclaimed asphalt
  - d. Proper depth of gravel fills
  - e. Installation of drainage, curbing, and underdrainage
  - f. Installation of new asphalt to prescribed width/depth and compaction
  - g. Driveway aprons
5. Maintain records at the construction site in an orderly manner as directed by the owner. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases, and any other applicable documentation.
6. Meet, verify identification, and accompany any inspectors from local, state, or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the owner, construction manager or general contractor, and the architect. Monitor any corrective actions.
7. Review field reports from town, state and engineering staff. Monitor and report on corrective actions.

8. Observe materials delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that materials are in good condition and free of defects. Report problems immediately to the engineer and contractor and as soon as possible to the owner.
9. Monitor the proper storage of materials, including any off-site storage. Report problems to the construction manager/general contractor. Notify the owner if, in the clerk's opinion, any materials should be replaced due to improper storage. Document with photographs as necessary.
10. Immediately notify the contractor's superintendent of any unsafe conditions observed. Notify the owner, construction manager or general contractor, of the unsafe conditions and corrective measures taken.
11. Immediately notify the owner, construction manager or general contractor, of any work which, in the opinion of the clerk, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.
12. Immediately notify the owner, construction manager or general contractor, of any conditions which may delay completion of the total project or of major parts of the project.
13. Evaluate, log, and make recommendations on requests for change orders.
14. Maintain separate files of approved and disapproved change orders.
15. Attend all project meetings as the owner's representative. Submit written reports to the owner following each meeting.
16. Coordinate scheduling and observe tests as required by the contract documents.
17. Receive and review all requests for payment from the construction manager or general contractor. Make recommendations to the owner concerning payment.
18. Coordinate and direct the work of any separate owner's contractors.
19. Direct installation and inspection of owner furnished equipment or material.
20. Assist the design team in the development of punch lists. Monitor the completion of work on punch lists and inform the owner of the status on a regular basis.
21. Participate in final inspections and commissioning.
22. Receive and review as-built drawings for transfer to the owner.
23. Comply with all applicable state and federal labor, EEOC and environmental regulations to the extent that such regulations apply to the Clerk.

## INSURANCE REQUIREMENTS

Certificate of Insurance with the following amounts, types of coverage, policy terms, etc hall be filed with the Amherst Public Works office in single copy:

- Commercial Aggregate Liability – two million dollars (\$2,000,000)
- Products- Completed Operations Aggregate Insurance in an amount not less than two million dollars (\$2,000,000).
- Personal and Advertising, one million dollars (\$1,000,000).
- Each occurrence Injury, one million dollars (\$1,000,000).
- Fire Damage (any one fire) fifty thousand dollars (\$50,000).
- Medical Expense (any one person) ten thousand dollars (\$10,000).

- Commercial Auto Liability, combined single limit one million dollars (\$1,000,000).
- New Hampshire Statutory employers' Workers' Compensation covering: Each accident/Disease-Policy Limit/Disease- Each Employee \$100,000/\$500,000/\$100,000 (not required if sole proprietor)
- Professional/Errors & Omissions, one million dollars (\$1,000,000).
- The Town of Amherst shall be named as additional insured on all policies.

## Price Quote

The within project is estimated to take six to eight weeks from start of construction to completion. The Town of Amherst seeks a total "not to exceed" dollar figure for the above duties and responsibilities and an hourly rate plus "incidentals" as detailed below:

Project "not to exceed cost: \$ \_\_\_\_\_

Hourly rate: \$ \_\_\_\_\_

"Incidental costs" :

Item _____	Cost: \$ _____
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Item _____	Cost: \$ _____
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Item _____	Cost: \$ _____
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Item _____	Cost: \$ _____
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Item _____	Cost: \$ _____
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